

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY SPECIALIST 1 #OC100103
Affirmative Action Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public, State Employees
Location: Connecticut Valley Hospital - Cottage 20 (171 Bow Lane), Middletown, CT
Job Posting No: OC100103
Hours: Monday - Friday, 8:00 am - 4:30 pm, 40 hours per week
Salary: \$57,534.00
Posting Date: July 6, 2012 **Closing Date:** July 15, 2012

Eligibility Requirement:

Candidates must have applied for and passed the Equal Employment Opportunity Specialist 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

DUTIES: The duties of this position included but not limited to: Assist with preparing the DMHAS affirmative action plan; monitoring hiring and promotional decisions for assigned facilities; updating and inputting affirmative action goals as part of the selection process for assigned facilities, directing and implementing facility affirmative action and upward mobility programs. Develops and implements sexual harassment prevention training and other affirmative action related training programs for the agency. Acts as American with Disabilities Act (ADA) Coordinator for assigned facilities: handles requests for accommodation, maintains contact with the requestor, human resources and the supervisor, develops written correspondence, and reports recommendations to the ADA Review Committee; Knowledgeable in State and Federal laws regarding disability and discrimination. Conducts and oversees investigations and resolution of alleged discrimination or harassment, including sexual harassment and unfair treatment complaints. Obtains witness statements, prepares written summary reports and submits to EEO Director, shares recommendations with facility CEO's; May act as a mediator for informal discrimination complaints; Conducts new employee orientation on the affirmative action policy and other related policies including Request for Reasonable Accommodation under ADA and the sexual harassment policy. Provides career counseling; performs related duties as required

Special Requirements: Incumbent will be required to travel and must have a valid motor vehicle operator's license; Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12)

PLEASE SEND APPLICATION TO:

DMHAS/Office of the Commissioner
Human Resources
410 Capitol Avenue, 4th Floor
Hartford, CT 06106
Fax: (860) 418-6697
Edra.Knight@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (Managerial)